

# RECOMMENDED STANDARDIZED EXPECTATIONS

DUTIES	PTS	EXPECTATIONS
<b>SELF MANAGEMENT</b>		
Attendance	5	Leave time (sick, annual, and compensatory time) must be requested and used in a reasonable manner that balances agency and employee needs. Non-emergency leave must be planned and approved by supervisor in advance. Compensatory time must be approved in advance.
Punctuality	2	Employee arrives to work station on time, performs established job duties and leaves when expected. Adheres to time allowed for lunch and breaks.
Dependability/Responsibility	8	Work assignments are completed by deadline. Submits time sheets by established deadline. Accepts responsibility for own actions and/or actions of staff. Complies with state and agency policy/procedures, including but not limited to <b>safety</b> , confidentiality. <b>The computer/internet usage agreement must be signed and attached.</b>
Career Development	5	Seeks and/or accepts a minimum of six (6) hours of job related training and/or professional development opportunities as discussed with and approved by supervisor.